

# 2017 Training Academy In-Service Catalog



**Department of  
Youth Services**

John R. Kasich, Governor  
Harvey J. Reed, Director  
Ursel McElroy Drake, Training Director



# Academy Director Letter

Dear Colleagues,

Training and staff development affect the quality of services provided in the field of corrections. Both are central to job performance and employee retention. In addition, litigation involving the performance of correctional staff often results in the scrutiny of the training provided to them. Hence, it is critical that our staff and our juvenile justice partners have access to a training academy that is innovative and responsive to the evolving needs of the juvenile corrections profession.

The Ohio Department of Youth Services Training Academy continually strives to become a leader in direct and interactive instruction. We are committed to providing training opportunities that are progressive and aligned with best practices. Our courses are developed by a diverse group of subject matter experts and our practices have earned accreditation from the American Correctional Association.

Please register for a course hosted at our Academy or contact us to learn more about regional training opportunities. We look forward to learning with you!

Sincerely,

*Ursel McElroy Drake*

Ursel McElroy Drake

Training Academy Director





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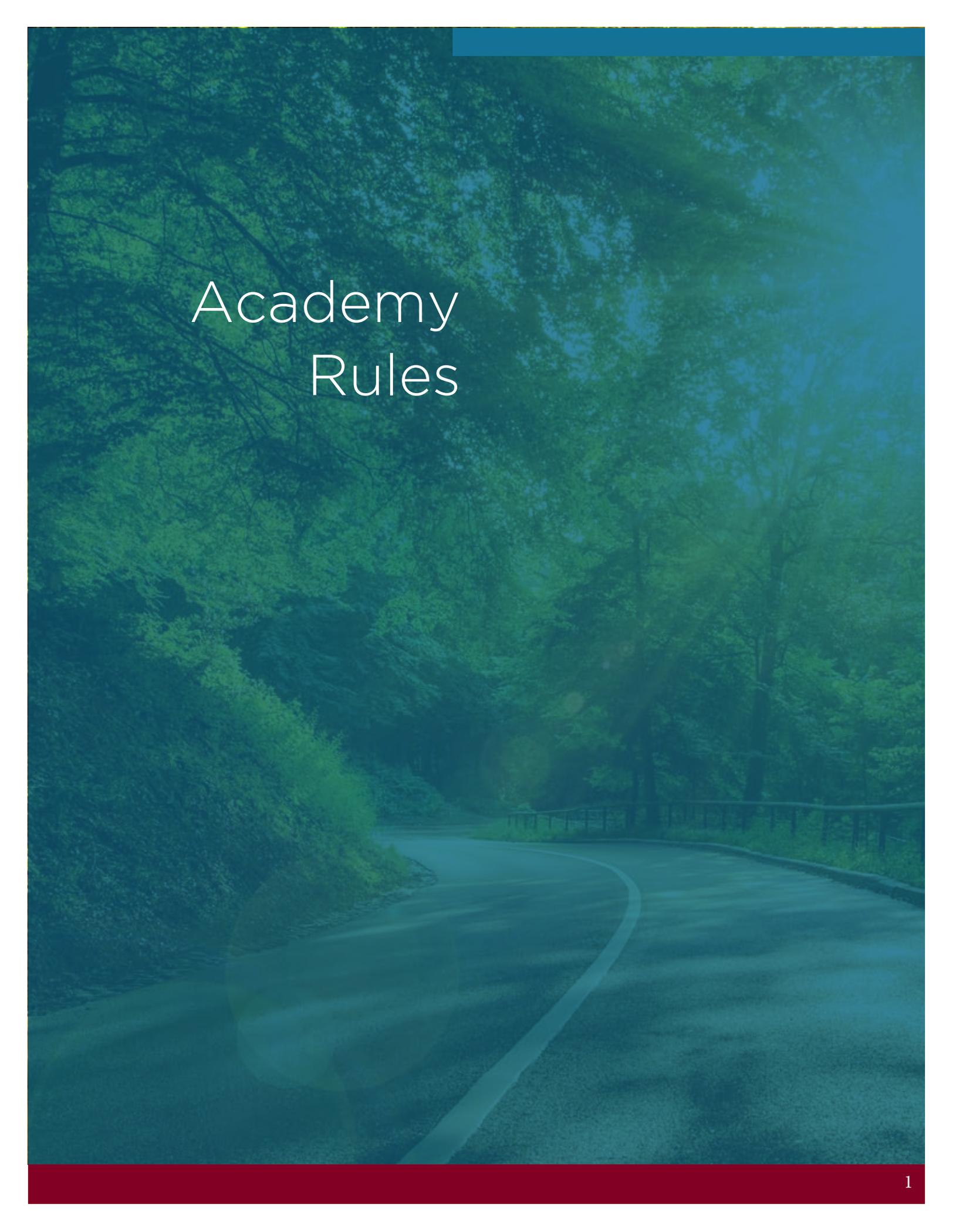




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# Academy Rules

# Academy Rules

Any person who uses the Ohio Department of Youth Services Training Academy or participates in any of its activities shall conduct themselves in a professional manner that reflects the values of the department. Failure to adhere to Academy rules, may prohibit future usage of the facilities.

Students shall:

- Park in student spaces only.
- Wear a state identification or Academy issued visitor badge while on campus.
- Dress in business casual attire, unless participating in physical skills classes.
- Secure personal property in the dormitory or trunk of a locked vehicle.
- Report the loss of keys or personal property immediately to Academy staff.
- Silence electronic devices while in class. Cellular phones may be used during breaks.

Students shall not:

- Bring weapons on State property.
- Possess tobacco of any type on campus.
- Possess illegal or intoxicating substances or be under the influence of such substances.
- Interact with inmates while on campus.
- Photograph any features of the neighboring institutions, firing range, or any building on the campus.
- Engage in dangerous, disruptive, immoral, obscene, or violent behavior.

*Please note that all personal property and dorm rooms are subject to search at any time.*



# Course Enrollment

# Employee Eligibility

If interested in attending training offered by the Academy:

1. The prospective student shall ensure that he or she meets the listed course prerequisites.
2. The prospective student shall submit a training application to the site's training office.
3. The training officer shall screen the application and determine if a selection is required (e.g., number of applications exceeds available training slots).
- 4a. If a selection is required:
  - The training officer shall forward the application to the site's Training Advisory Council (TAC) for review.
  - The TAC shall review and rank order the applications.
  - The training officer shall forward the TAC selections to the site manager for final approval.
  - The training officer shall facilitate student registration in ELM once approval is granted (*See ELM Course Enrollment*).
  - The supervisor shall be notified of acceptance.
- 4b. If no selection is required:
  - The training officer shall seek site manager approval.
  - The training officer shall facilitate student registration in ELM once approval is granted (*See ELM Course Enrollment*).
  - The supervisor shall be notified of acceptance.
5. The prospective student shall complete an OAKS request for travel reimbursement, if eligible according to the Office of Budget & Management Travel Rule.

# Course Registration

## Employee Registration

### State Employees Registering for a Course:

1. Log into [www.myohio.gov](http://www.myohio.gov) using your State of Ohio OAKS identification
2. Select “Career Resources” at the top of the page.
3. Select “All Learning (ELM)”.
4. Select “Browse ELM Catalog” (located in “My Learning Tasks”).
5. Select a category and follow the links to explore course offerings. To find DYS course offerings, select “Agency Specific” and then “DYS”.
6. Select “Next” to see additional course offerings.
7. Ensure the course prerequisites are met.
8. Select “Enroll” for your desired course.

### Managers Approving Attendance:

1. Log into [www.myohio.gov](http://www.myohio.gov) using your State of Ohio OAKS identification
2. Select “Career Resources” at the top of the page.
3. Select “Training Approvals Pending”.
4. Select the employee’s name and “Approve” or “Deny”.

## Community Partner Registration

### Community Partners Registering for a Course:

1. Ensure the course prerequisites are met.
2. Obtain approval from your site manager to attend.
3. Complete the ODYS Academy Registration and Lodging Form.
4. Submit the registration form via e-mail or fax by the deadline to: [DYS-Training\\_Academy@ohio.gov](mailto:DYS-Training_Academy@ohio.gov) or 614-877-4603.

Please note: travel, meals and lodging are the responsibility of the student. For questions, please contact the Training Academy Registrar at (614) 877-7100.



## ODYS ACADEMY REGISTRATION AND LODGING FORM

Multiple occupancy rooms are available on the Corrections Training Academy (CTA) campus. Bed linens are provided, while guests must provide towels, wash cloths, and toiletries. Check-in managed by the CTA Sergeant in the Administration Building at the following times:

- Sunday: 5 PM – 8 PM
- Monday thru Thursday: 7:20 AM – 7:50 AM
- Monday: 8 PM – 9:30 PM

Name:	
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	<i>Last</i> <span style="margin-left: 150px;"><i>First</i></span>
Title:	Work Site:
Non-DYS Employee Responsible Party for Billing/Payment (Name/Number):	
(Lodging is available at a rate of \$15.00 per night. Your agency will be invoiced upon completion of course.)	
Work Number:	Fax Number:
Email:	
Address:	
Phone number where you can be reached for emergencies:	
<b>Course Information</b>	
Course Title:	Course Date(s):
<input type="checkbox"/> I am eligible for overnight accommodations and will need lodging.	Number of overnights _____
<b>Applicant Emergency Contact Information:</b>	
Name:	Phone Number:
<b>Overnight accommodations will be on grounds of the Training Academy in Orient, OH unless notified prior to the training.</b>	

# Directions to Academy

11781 State Route 762, P.O. Box 450

Orient, Ohio 43146

Phone: 614-877-7100

Fax: 614-877-4603

Monday through Friday

8 AM – 5 PM

From Interstate 71, exit at US 62 – Harrisburg. Turn left onto Harrisburg Pike (US Route 62). Go 0.2 miles to Stahl Road. Take a slight left. Stay on Stahl Road, through Orient (1.3 miles). At the first stop sign (High Street), turn left. At the next stop sign, turn left (SR 762). Take an immediate right onto the prison grounds (there is a low brick wall marking the opening). Continue to the end of that road to the stop sign. Turn left and follow the road up the hill. At the next stop sign, turn right. At the first parking lot entrance, turn left. The first building has CTA on the outside in large letters. The next building is the DYS Training Academy. It has DYS on the outside in large letters. The main entrance is off the courtyard (to the right if facing the building from the parking lot).





# Leadership Development Courses

# Planned Intervention for Supervisors

## Course Description

Learn how you can effectively manage all aspects of a planned intervention. As a supervisor, it is critical that you understand your role before, during, and after an intervention. During this course, you will review applicable policies, analyze departmental videos, and participate in case scenarios. This is a required course for any new Operations Manager, Operations Administrator, Unit Manager, Unit Manager Administrator or individuals in these positions who have not previously attended. **16 hours**

*Recommended to be taken in conjunction with Verbal Strategies.*

## Course Objective

The student will understand the elements of a planned intervention.

## Target Audience

Operations Managers, Operations Administrators, Unit Managers, Unit Manager Administrators

## Prerequisites

There are no prerequisites for this course.

## Date & Time

June 22 - 23, 2017  
December 7 - 8, 2017  
8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

William Stout  
Program Administrator

# Lead Ohio: Foundations of Supervision

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. The program consists of eight training sessions designed to provide a consistent training experience for existing and new supervisors to the State of Ohio. **40 hours**

## Course Objective

The student will gain the foundational skills expected for all supervisors within the State of Ohio.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Introduction to DISC Behavioral Assessment

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session offering the behavioral assessment known as DISC. This assessment is used to help supervisors understand themselves and their direct reports by recognizing the characteristics associated with four behavior styles: Dominance, Influence, Steadiness, and Compliance. **4 hours**

## Course Objective

The student will know aspects of the DISC assessment.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Labor Relations

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A full-day session covering pertinent topics regarding union contracts and the roles and responsibilities of management and labor in various scenarios. **8 hours**

## Course Objective

The student will understand the impact of union contracts on the workforce.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Communicating for Results

## Course Objective

The student will be able to effectively communicate with their staff.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A full-day session that combines effective communications techniques with presentation skills. **8 hours**

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Goal Setting

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session focusing on writing effective goals that are Specific, Measurable, Attainable, Realistic and Timely (SMART). **4 hours**

## Course Objective

The student will be able to write SMART goals.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Coaching for Desired Results

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session that is part of a three-course approach to performance management. Included are coaching pitfalls and conflict management.

**4 hours**

## Course Objective

The student will know factors of effective coaching.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Evaluating Your Employees

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session covering the way to conduct meaningful performance evaluations, using samples of effective (and not so effective) reviews as reference points. **4 hours**

## Course Objective

The student will be able to evaluate employee performance.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Appreciating Our Differences

## Course Objective

The student will understand diversity in the workplace.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session covering the ways that valuing employee diversity makes for a richer, more rewarding work experience. **4 hours**

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Leadership Skills for Supervisors

## Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session exploring the pitfalls supervisors need to avoid and keys to ongoing supervisor success. An overview of budgeting is included. **4 hours**

## Course Objective

The student will know how to be successful as a supervisor.

## Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

# Lead Ohio: Inspirational Leaders

## Course Description

The goal of the program is to develop the diverse talent, experience, and perspectives needed for the future while improving behaviors and increasing productivity. Managers will learn new skills along with the leadership behaviors that support them. Consistent application of these skills and behaviors enable a confident approach that others will follow. The following three (3) expectations will be reinforced throughout the curriculum:

- Be strategic
- Grow Your People
- Be Accountable

## Course Objective

The student will gain strategies to enhance business results and improve leadership skills.

## Target Audience

State of Ohio supervisors.

## Prerequisites

Two or more direct reports and two or more years of state experience supervising and leading others.

## Date & Time

[LEAD Ohio Class Schedule](#)

## Registration

Registration will be processed through the Training Academy and is subject to availability.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Edward E. Myles

Professional Development Administrator

A photograph of two men practicing CPR on a mannequin. The man on the left is wearing a blue t-shirt and jeans, and the man on the right is wearing a white lab coat and glasses. They are both looking down at the mannequin, which is lying on a blue surface. The image has a blue tint and a red bar at the top right.

# Instructor Development Courses

# CPR/AED/Basic First Aid and Emergency Response Instructor Training

## Course Description

Join the pool of highly qualified individuals certified as CPR/AED/Basic First Aid and Emergency Response Instructors. You will acquire the skills to teach basic techniques for responding to workplace injury, sudden illness and emergency situations. Topics will include: (1) ligatures; (2) lacerations; (3) closed head injuries; (4) person down; and (5) CPR/AED/Basic First Aid with certification through the American Safety and Health Institute (ASHI). **24 hours**

*This course satisfies the CPR/AED/Basic First Aid Instructor Recertification.*

## Course Objective

The student will be able to teach the basic skills of CPR/AED/First Aid and emergency response techniques within a correctional setting.

## Target Audience

Those interested in becoming a CPR/AED/Basic First Aid Instructor.

## Prerequisites

Proof of valid certification in CPR, AED, and Basic First Aid.

## Date & Time

April 17 - 19, 2017

November 29 - December 1, 2017

8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date. Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Arthur James

Program Administrator

# Managing Youth Resistance Instructor Training

## Course Description

Are you interested in training others in the principles of Use of Force? Become proficient in teaching defensive tactics that minimize the risk of injury to the employee and the youth. Managing Youth Resistance (MYR topics include: prevention, alternatives, rules of engagement, approved physical responses, medical responses, mechanical restraints, planned use of force, excessive force, prohibited usage, and reporting. **160 hours**

## Course Objective

The student will be able to teach MYR techniques and related policies.

## Target Audience

Those interested in becoming an MYR Instructor.

## Prerequisites

Successful completion of MYR Team Approach and Personal Safety training within the last 12 months.

## Date & Time

June 12 - 16, 2017; June 26 - 30, 2017;  
July 10 - 14, 2017; and July 24 - 28, 2017  
(4 weeks total)  
8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

William Stout  
Program Administrator

# Managing Youth Resistance Instructor Recertification

## Course Objective

The student will be able to teach MYR techniques and related policies.

## Target Audience

Current MYR instructors.

## Prerequisites

Completion of MYR Instructor Training.

## Date & Time

April 10 - 14, 2017

August 28 - September 1, 2017

8 AM – 4:30 PM

## Course Description

Annual recertification is for Managing Youth Resistance (MYR) instructors who train the principles and defensive tactics of Use of Force. You will receive updates on policies and techniques, useful in reviewing and evaluating incidents. Adult learning principles, problem based scenarios, role-play, lecture and demonstration methods will be used throughout the course to enhance your instructional skills. **40 hours**

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

William Stout

Program Administrator

# On-The-Job Training Instructor Course

## Course Description

Preparing new employees to independently assume duties of their position is a critical aspect of the onboarding process. The On-the-Job Training (OJT) experience can affect retention, job satisfaction, competence and performance. You will become skilled at providing hands on experience and mentorship under structured conditions. Learn how to assess demonstrated proficiency and identify problems or skill deficiencies in the areas outlined in the OJT manual. **24 hours**

## Course Objective

The student will be able to evaluate new employees in the practical application of their job duties.

## Target Audience

Those interested in becoming an OJT Instructor.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

April 5 - 7, 2017

August 2 - 4, 2017

November 15 - 17, 2017

8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Arthur James

Program Administrator

# Verbal Strategies Instructor Training

## Course Description

Verbal Strategies is the cornerstone of effectively working with youth. Your ability to communicate well can be the difference between defusing or escalating a situation to force. Individuals selected to instruct in this critical area, will receive training in the delivery of the two-day basic program by focusing on the facilitation of experiential learning opportunities built into this interactive training. **16 hours**

*Recommended to be taken in conjunction with Planned Intervention for Supervisors.*

## Course Objective

The student will be able to instruct Verbal Strategies.

## Target Audience

Those interested in becoming a Verbal Strategies Instructor.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

June 20 - 21, 2017

December 5 - 6, 2017

8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

William Stout

Program Administrator

# Computer Development Courses

# Microsoft 2016 Series Excel

## Course Description

You do not have to be good at math or proficient in programming to make Microsoft Excel work for you. Excel 2016 for Windows has all the functionality and features you're used to with added enhancements. Some of the top new and improved features for Excel 2016 include: six new chart types and improved query capabilities. Come explore the various features available within the latest software.

**6 hours**

## Course Objective

The student will know how to use Microsoft Excel 2016.

## Target Audience

Those interested in learning Microsoft Excel 2016.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

March 16, 2017

August 17, 2017

9 AM – 4 PM

## Registration

Register within the Enterprise Learning Management System (ELM at [www.ohio.gov](http://www.ohio.gov)) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Stephanie Garrett

Fiscal and Computer Training Manager

# Microsoft 2016 Series PowerPoint

## Course Description

PowerPoint 2016 for Windows has all the functionality and features you're used to with added enhancements. With easy-to-use interactive functions, PowerPoint 2016 transforms bulleted text, trite clip art, and charts into dynamic slide presentations. Some of the latest updates include real-time co-authoring and new transitions. You will be amazed at how easy it will be to familiarize yourself with this program. **6 hours**

## Course Objective

The student will be able to prepare a PowerPoint presentation.

## Target Audience

Those interested in learning Microsoft PowerPoint.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

March 23, 2017

August 24, 2017

9 AM – 4 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Stephanie Garrett

Fiscal and Computer Training Manager

# Microsoft Introduction to Project

## Course Description

Discover how to effectively plan, implement, and manage projects using Microsoft Project. This on-line course will teach you how to organize project details, plan a schedule, sequence tasks, produce a baseline, assign resources, track progress, identify variances, and revise your project plan. The course is offered by the State of Ohio Library and must be completed within 6 weeks. **24 hours**

## Course Objective

The student will know how to use Microsoft Project.

## Target Audience

Project Managers and those interested in learning Microsoft Project.

## Prerequisites

Basic knowledge of project management. Must have a State Library card (Get a Library Card).

## Date & Time

January 18, 2017

February 15, 2017

March 15, 2017

## Registration

Register on-line at [State Library Registration](#). Submit a copy of your confirmation to the Course Coordinator.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget and Management Travel Rule.

## Coordinator

Robyn Ricks  
Training Program Manager

A person wearing a white lab coat and a dark cap is standing at a workstation, looking at a computer monitor. The person is wearing a dark belt with a chain. The background shows a laboratory or office environment with various pieces of equipment and a window. The entire image is overlaid with a semi-transparent blue filter.

# Professional Development Courses

# Administrative Investigation Training

## Course Description

Gain a better understanding of Administrative Investigations, and the procedures used when conducting them. You will cover all aspects of the investigation process: policies, planning, interviewing, report writing, evidence gathering, preservation of the crime scene and file management. Participants will also learn the results of a poor investigation and what happens at the conclusion of the process. **8 hours**

## Course Objective

The student will be able to conduct an administrative investigation.

## Target Audience

Those who perform administrative investigations.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

April 11, 2017

October 17, 2017

9 AM – 5 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Jim Ferrell

Professional Development Administrator

# Auditor Training

## Course Description

So, you want to learn more about the auditing process? Then this interactive training session is for you! Learn how to identify a level of performance that is aligned with good correctional practice according to agency policies, national and state standards, and other applicable measures. The Ohio Department of Youth Services utilizes a variety of strategies to accomplish this, which include the Ohio Standards Audits, Internal Management Audits, and Mock American Correctional Association Audits. **8 hours**

## Course Objective

The student will be able to fulfill the requirements of internal monitoring and reporting.

## Target Audience

Those interested in the auditing process.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

August 8, 2017

8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Jim Ferrell

Professional Development Administrator

# Critical Incident Stress Management Group Intervention Techniques

## Course Description

Working in corrections can be both rewarding and challenging, however sometimes the work can be traumatizing. CISM Training will teach group debriefing, defusing, and crisis management briefing techniques to enable you to support coworkers during a critical incident. Upon successful completion of the course, you will receive certification through the International Critical Incident Stress Foundation (ICISF) to prepare you for hostage situations, riots, employee death and serious physical injury of on-duty staff.

**16 hours**

## Course Objective

The student will know how to respond during a critical incident.

## Target Audience

Those interested in becoming a CISM team member.

## Prerequisites

Completion of Peer Assistance Training is recommended.

## Date & Time

October 18 - 19, 2017  
9 AM – 5 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Robyn Ricks  
Training Program Manager

# John Glenn College of Public Affairs— MAPS

## Course Description

The John Glenn College of Public Affairs has a more than 45-year history of delivering outstanding training programs to meet the unique needs of public sector and nonprofit professionals at all career levels. Whether you are a top executive looking to explore new ways to ensure your organization's success or are support staff transitioning into a supervisory role, Management Advancement for Public Service (MAPS) training seminars help you navigate the challenge. **hours vary**

## Course Objectives

As indicated in the MAPS course listings.

## Target Audience

All DYS employees.

## Prerequisites

As indicated in the MAPS course listings.

## Date & Time

January 2017 - December 2017

## Registration

Registration will be processed through the Training Academy and will be subject to space availability.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Robyn Ricks

Training Program Manager

# Peer Assistance Training

## Course Description

Are you the person co-workers come to for advice? Then why not join the Peer Assistance Team (PAT)? PAT members are there to help staff remain productive at work and home by providing informal support to those who may have experienced a traumatic event or just need assistance with stressful issues. Learn how to provide support through referrals to state and community resources to reduce long term problems. **24 hours**

## Course Objective

The student will know how to provide PAT support.

## Target Audience

Those interested in becoming a PAT member.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

March 7 - 9, 2017  
8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Robyn Ricks  
Training Program Manager

# Six Sigma Yellow Belt Training

## Course Description

Yellow Belt training provides an overview and general understanding of the Lean Six Sigma tools and process improvement methodologies. You will gain a basic understanding of the Six Sigma principles and tools for process improvement through hands-on activities. Yellow Belts can be entry level employees that seek to improve, or more senior members who act as subject matter experts on a Six Sigma project. **12 hours**

## Course Objective

The student will understand the Lean Six Sigma methodologies.

## Target Audience

Those interested in process improvement.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

April 13 - 14, 2017

October 19 - 20, 2017

8 AM – 3 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Robyn Ricks

Training Program Manager

# State of Ohio Employee Training and Professional Development

## Course Objective

As indicated in the DAS course listings.

## Target Audience

All state of Ohio employees.

## Prerequisites

As indicated in the DAS course listings.

## Date & Time

[www.das.ohio.gov/Divisions/humanresources/learningandprofessionaldevelopment](http://www.das.ohio.gov/Divisions/humanresources/learningandprofessionaldevelopment)

## Course Description

State of Ohio training programs are designed to enhance a variety of employee skills at all levels of experience and meet different learning styles. Professional development opportunities and courses for bargaining unit and exempt employees range from classroom training to on-demand, online courses. There is no cost for state employees to participate in these trainings offered by the Ohio Department of Administrative Services (DAS).

**hours vary**

## Registration

Register within the Enterprise Learning Management System (ELM at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Jim Ferrell  
Program Administrator

# True Colors® Personal Success Seminar

## Course Description

Each of us has our own style, preferences, and ways of working. So how can we all work and live together? The True Colors® Personal Success Seminar will help you explore your distinctive personality strengths and stressors. Discover the different ways people function and better understand relationship building, effective communication, and team effort. **8 hours**

## Course Objective

The student will identify their personality strengths and stressors.

## Target Audience

Those interested in learning how to build stronger work relationships.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

May 9, 2017  
September 12, 2017  
8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Candace Stewart  
Professional Development Administrator

# Victim Awareness Facilitator Training

## Course Description

Victim Awareness is a restorative justice program that requires youth to address their criminal behavior. It also allows victims the opportunity to be engaged in the juvenile justice process. New facilitators will learn how to deliver the 12 parts of the program that include: assault, domestic violence, family abuse, hate crimes, homicide, property crimes and sexual assault. You will utilize written exercises and victim impact panels. **24 hours**

## Course Objective

The student will be able to facilitate the Victim Awareness Program.

## Target Audience

Those interested in victim awareness.

## Prerequisites

There are no prerequisites for this course.

## Date & Time

February 6 - 8, 2017  
8 AM – 4:30 PM

## Registration

Register within the Enterprise Learning Management System (ELM) at [www.ohio.gov](http://www.ohio.gov) no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

## Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

## Coordinator

Robyn Ricks  
Training Program Manager

# Required Training



# Central Office

Central Office staff are required to complete 40 hours of training within calendar year 2017. Course dates and times are scheduled and posted by the site Training Officer. Options for independent learning can be obtained through DYS sponsored courses, conferences and outside trainings. Visit the DYS Portal, Training page for opportunities. \*

## Required Training at a Glance

1.	Civilian Response to Active Shooter Event or Advanced Civilian Response to Active Shooter Event
2.	Communications and Difficult Conversations
3.	CPR/AED/First Aid
4.	Emotional Intelligence
5.	Ethics
6.	Fire and Emergency Evacuation
7.	Incident Command
8.	Personal Safety
9.	Preventing Sexual Harassment
10.	Securing the Human
11.	Strategic Plan 2017/Juvenile Justice Updates

*\* The management of communicable and infectious diseases training can be satisfied through PowerDMS.*

# Juvenile Correctional Facilities

Facility staff are required to complete 40 hours of training within calendar year 2017. Course dates and times are scheduled and posted by the site Training Officer. Options for independent learning can be obtained through DYS sponsored courses, conferences and outside trainings. Visit the DYS Portal, Training page for opportunities. \*

## Required Training at a Glance

1.	CPR/AED/First Aid
2.	Electronic YBIR and Log Book
3.	Ethics
4.	Fire & Emergency Evacuation
5.	Preventing Sexual Harassment
6.	PRIDE
7.	Safety and Security
8.	Security Threat Group
9.	Strategic Plan 2017/Juvenile Justice Updates
10.	Suicide Prevention
11.	Use of Force
12.	Vicarious Trauma, Organizational Stress and Self Care

*\* The management of communicable and infectious diseases training can be satisfied through PowerDMS.*

# Juvenile Parole Regional Offices

Parole staff are required to complete 40 hours of training within calendar year 2017. Course dates and times are scheduled and posted by the site Training Officer. Options for independent learning can be obtained through DYS sponsored courses, conferences and outside trainings. Visit the DYS Portal, Training page for opportunities. \*

## Required Training at a Glance

1.	Civilian Response to Active Shooter Event or Advanced Civilian Response to Active Shooter Event
2.	CPR/AED/First Aid
3.	EPICS Booster
4.	Ethics
5.	Fire & Emergency Evacuation
6.	Incident Command
7.	PREA Duty to Protect
8.	Preventing Sexual Harassment
9.	Securing the Human
10.	Strategic Plan 2017/Juvenile Justice Updates
11.	Use of Force

\* *The management of communicable and infectious diseases training can be satisfied through PowerDMS.*

# Required Training

## Advanced Civilian Response to Active Shooter Events (CRASE II)

Those who have completed basic CRASE and want to further their survival skills may attend CRASE II. You will demonstrate Avoid, Deny, Defend responses; use scenarios to demonstrate emergency medical techniques; know your role once EMS arrives; and know additional life saving techniques. **4 hours**

### Course Objective

The student will know the strategies for dealing with an active shooter.

### Target Audience

Central Office and Parole Staff

*No makeup sessions will be available.*

### Prerequisite

Basic CRASE. May be taken on the same day.

## Civilian Response to Active Shooter Events (CRASE)

What should you do if confronted with an active shooter event? CRASE is designed using the strategy of Avoid, Deny, Defend developed by Advanced Law Enforcement Rapid Response Training (ALERRT). This strategy is a proven plan for surviving an active shooter event. It includes the prevalence of active shooter events, the role of professionals, options, medical issues, and drills. **4 hours**

### Target Audience

Central Office and Parole Staff.

*No makeup sessions will be available.*

## Communications and Difficult Conversations

Communication skills are multi-dimensional and some of the most important skills you can develop. It is not just what you say, but how you say it that can make a difference. Difficult conversations become easier when you use the proper technique. It takes practice to make sure you are communicating the proper information in a way that is fully understood – that you say what you mean and mean what you say. You will have an opportunity to practice in the classroom setting. (**1 hour**)

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The student will be able to communicate more effectively.

### HUf Yh5i XjYbW

Central Office Staff

## CPR/First Aid/AED

The American Safety & Health Institute (ASHI) develops knowledge in basic CPR and First Aid and gives you the confidence to respond. The ASHI program includes use of an Automated External Defibrillator (AED) to restore normal heart rhythm. You will know how to care for wounds, cuts, drug overdoses, electroshock, strokes, heart attacks and spinal injuries. Completion of this course and passing the exam, will earn you certification from ASHI. **3 hours**

### Course Objective

The student will know the basic skills of CPR/First Aid/AED.

### Target Audience

Central Office, Facility, and Parole Staff

# Required Training

## Electronic YBIR & Unit Log Book

By utilizing an electronic data collection system, you not only minimize the risk of lost paperwork, but you also have a system that is readily accessible to any authorized staff. During this interactive course you will create an electronic YBIR and Unit Log Book entry through JJCMS system. **3 hours**

### Course Objective

The student will be able to use the electronic YBIR and Unit Log Book within JJCMS.

### Target Audience

Facility Staff

## Emotional Intelligence for Employees

Do you ever feel that displaying emotion is a “bad” thing? Today there is a growing body of evidence indicating that the proper understanding and use of emotions can help you be a more effective employee and better communicator. Attend this course and discover how to express your emotions and build strong relationships with people around you. You will improve your awareness of the emotions others are experiencing and learn how this information can assist you with successful interactions. **8 hours**

### Course Objective

The student will understand how emotions can assist with successful interactions.

### Target Audience

Central Office Staff

## Emotionally Intelligent Leader

Research shows that general intelligence and technical skills move you up the ladder; however, emotional intelligence keeps you there. Emotional intelligence is the ability to recognize, understand and use the power of emotions to facilitate high levels of collaboration and productivity. This course will review the basics of emotional intelligence with a focus on helping you recognize opportunities to encourage the development of emotional intelligence skills within yourself and your team. **8 hours**

### Course Objective

The student will learn the benefits of emotional intelligence within a team.

### Target Audience

Central Office Supervisory Staff

## EPICS Booster

This refresher course is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide the youth with treatment interventions while developing a collaborative working relationship. The EPICS model helps translate the risk, needs and responsibility principles into practice. Parole staff are taught to stay focused on criminogenic needs, especially the thought-behavior link, and to use a social learning, cognitive behavioral approach to their interactions. **8 hours**

### Course Objective

The student will be able to apply the EPICS model.

### Target Audience

Parole Staff

# Required Training

## Ethics

Ethical conduct promotes a strong public image and makes the best use of state resources. How do you know what constitutes a conflict of interest? What gifts can you accept? This web-based course will answer these and other questions as you explore the Ohio Ethics Law. Make sure you know what the expectations are to ensure proper relationships with customers and vendors.

**1 hour**

### Course Objective

The student will understand how the Ohio Ethics Law applies to them.

### Target Audience

Central Office, Facility, and Parole Staff

## Fire & Emergency Evacuation

When an emergency arises, seconds save lives! Knowing what to do can save you, your co-workers, and property. Not only will you know who your floor warden is, you will learn fire evacuation, tornado and medical emergency procedures. **1 hour**

### Course Objective

The student will know fire and emergency response procedures.

### Target Audience

Central Office, Facility, and Parole Staff

## Incident Command System

This interactive web-based course provides an introduction to the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). **3 hours**

### Course Objective

The student will know the structure of the ICS system.

### Target Audience

Select Staff

## ODYS Strategic Plan 2017 & Juvenile Justice Updates

Hear firsthand how the Ohio Department of Youth Services is fulfilling its mission to improve Ohio's future by rehabilitating youth and empowering families and communities. We'll review the 2017 Strategic Plan and discuss related legislation and initiatives impacting the juvenile corrections field. **1.5 hours**

### Course Objective

The student will know the DYS Strategic Plan.

### Target Audience

Central Office, Facility, and Parole Staff

# Required Training

## PREA/Duty to Protect

The Prison Rape Elimination Act (PREA) was created to eliminate sexual abuse in confinement. PREA creates a zero-tolerance culture that includes comprehensive approaches to prevention, detection, and responses to incidents of sexual abuse. You will know how to identify signs of sexual abuse, what your legal liability is, and what the reporting requirements are. **1.5 hours**

### Course Objective

The student will know all aspects of the Prison Rape Elimination Act.

### Target Audience

Facility and Parole Staff

## Personal Safety

Do you know how to escape an attack? Do you know when it is appropriate to use a personal safety technique? This hands-on training, will teach you how to identify situations when it is appropriate to use personal safety. You will learn Basic Block and 8 Zone Escape techniques as well as policy requirements. This training requires physical activity, including going to the ground. **3 hours**

*Loose, casual clothing is recommended.*

### Course Objective

The student will learn personal safety techniques.

### Target Audience

Central Office Staff who interact with youth

## Preventing Sexual Harassment for Managers

Leaders within your organization must be prepared to take action if allegations of sexual (and other forms of) harassment are brought forward. Just as important, they must clearly understand how to address and prevent workplace conditions that may be conducive to sexual harassment. **2 hours**

### Course Objective

The student will know how to address sexual harassment complaints.

### Target Audience

Central Office Management Staff

## Preventing Sexual Harassment for Employees

Any form of sexual harassment in the workplace is a key business issue, yet lack of clarity and discomfort with these issues abound. This training program focuses on the legal definition of sexual harassment, the costs to the organization and how employees at all levels can contribute to an appropriate, respectful work atmosphere. **1 hour**

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The student will know what sexual harassment means.

### HUf] Yh5i XjYbW

Central Office - Non-Management Staff

# Required Training

## Positive Reinforced Incentive Driven Environment (PRIDE)

PRIDE is a multi-level behavior motivational system built on effective intervention. It follows best practice guidelines of reinforcing positive and desirable behavior. The program creates an environment where youth can learn and practice responsibility that can transfer to life in the community. **8 hours**

### Course Objective

The student will be able to implement the PRIDE program.

### Target Audience

Facility Staff

## Security Threat Groups

Security threat groups or gangs are a continuing national problem that juvenile correctional facilities must effectively manage. Learn why youth join gangs, how to respond to STG behavior and which gangs are within DYS. Find out the latest symbols, hand signs, and sounds gang members use to communicate.

**2 hours**

### Course Objective

The student will learn about STG groups.

### Target Audience

Facility Staff

## Securing The Human - End User Awareness training (STH)

Provides extensive employee security awareness training that targets today's weakest link in cyber security - the human. STH goes beyond just compliance and addresses the most common risks using a proven framework. The program contains 24 awareness modules and 19 compliance modules including an online assessment. **1 hour**

### Course Objective

The student will know the risks in cyber security.

### Target Audience

Central Office, Facility, and Parole Staff

## Use of Force Policy and Tactics

Gain a thorough understanding of the updates to the Use of Force policy. Topics include: prevention, alternatives, rules of engagement, approved physical responses, medical responses, mechanical restraints, planned use of force, excessive force, prohibited usage, and reporting. A review of the approved tactics is included. **8 hours**

*Loose, casual clothing is recommended.*

### Course Objective

The student will know the Use of Force policy.

### Target Audience

Facility and Parole Staff



# Required Training

## Vicarious Trauma, Organizational Stress and Self-Care

No one is immune to the effects of trauma. In corrections, staff may experience potentially traumatic events in the workplace. Learn about the effects of vicarious trauma and organizational stress. The importance of self-care will be discussed. **3 hours**

### **Course Objective**

The student will understand the importance of self-care in corrections.

### **Target Audience**

Facility Staff

# Pre-Service Schedule



# Pre-Service Schedule

January 23 – February 16

March 13 – April 6

May 1 – May 25

July 10 – August 3

September 11 – October 5

October 23 – November 17

## 2017 Pre-Service Calendar

January								February								March								April							
W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S
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2	8	9	10	11	12	13	14	6	5	6	7	8	9	10	11	10	5	6	7	8	9	10	11	14	2	3	4	5	6	7	8
3	15	16	17	18	19	20	21	7	12	13	14	15	16	17	18	11	12	13	14	15	16	17	18	15	9	10	11	12	13	14	15
4	22	23	24	25	26	27	28	8	19	20	21	22	23	24	25	12	19	20	21	22	23	24	25	16	16	17	18	19	20	21	22
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20	14	15	16	17	18	19	20	24	11	12	13	14	15	16	17	28	9	10	11	12	13	14	15	33	13	14	15	16	17	18	19
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36	3	4	5	6	7	8	9	41	8	9	10	11	12	13	14	45	5	6	7	8	9	10	11	49	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16	42	15	16	17	18	19	20	21	46	12	13	14	15	16	17	18	50	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23	43	22	23	24	25	26	27	28	47	19	20	21	22	23	24	25	51	17	18	19	20	21	22	23
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STATE HOLIDAYS OBSERVED 2017																															
Jan 2 <sup>nd</sup> New Year's Day								Jan 16 <sup>th</sup> Martin Luther King Day								Feb 20 <sup>th</sup> Presidents' Day								May 29 <sup>th</sup> Memorial Day							
July 4 <sup>th</sup> Independence Day								Sept 4 <sup>th</sup> Labor Day								Oct 9 <sup>th</sup> Columbus Day								Nov 10 <sup>th</sup> Veterans Day							
Nov 23 <sup>rd</sup> Thanksgiving Day								Dec 25 <sup>th</sup> Christmas Day								REPORT TO ACADEMY								REPORT TO SITE							

# Training Academy Mission

Develop and deliver quality training to meet the evolving needs of staff and community partners.



Department of  
Youth Services